

REQUEST FOR PROPOSAL

INTRODUCTION

The Michigan Office of Highway Safety Planning (OHSP) and the Michigan Truck Safety Commission (MTSC) are soliciting proposals for services to construct, maintain, and conduct classes for a new Michigan Center for Decision Driving (MCDD) for Fiscal Year 2016. This proposal is available to colleges and universities, non-profit agencies, and traffic safety industry partners.

BACKGROUND

Driver education involves improving driver behavior directly by teaching better driving skills, improving safety awareness, and motivating individuals to drive safely. Commercial motor vehicle-involved crashes cause devastating results on Michigan's highways due to the nature of the size of the vehicles involved. During the past five years, 3.8 percent of the traffic crashes in Michigan have involved commercial motor vehicles. However, in the same time period, commercial motor vehicle-involved fatalities constitute 9.7 percent of the total crash fatalities. In addition, during the past five years, drivers under the age of 20 were involved in 19 percent of all crashes in Michigan. Traffic crashes are the number one cause of death for teenagers in the nation.

The MCDD was declared as a best industry practice by the University of Michigan Transportation Research Institute. The MCDD provided commercial and graduated driver license holders with crash avoidance techniques, skid control training, and a variety of other defensive driving hands-on practice and classroom instruction. The current MCDD is looking for a new location since the lease at the current location is ending.

PURPOSE

The purpose of this project is to construct, maintain, and conduct classes for a new Michigan Center for Decision Driving that provides classroom instruction combined with hands-on training for commercial and graduated driver license holders.

REQUIRED SCOPE OF WORK

Task #1: Provide a timeline and business plan for the project by November 1, 2015.

Task #2: Provide detailed updates on the project at every Michigan Truck Safety Commission meeting in Lansing. (DATES TBD)

Task #3: Provide monthly progress and financial reports to OHSP beginning November 1, 2015.

Task #4: Hire qualified staff by September 14, 2016.

Task #5: Open the new MCDD for business by September 30, 2016.

ADDITIONAL SPECIFICATIONS

There is no specific funding guidance available.

The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements" as referenced in Attachment C. Following the selection of a successful proposal, the applicant must complete a formal grant application using OHSP's web-based grant application to finalize grant details. All OHSP grants are administered on a reimbursement basis. All grant-related costs incurred are first paid by the grantee then

reimbursed by OHSP. Monthly progress and financial reports are required, even for months with no activity.

Funding for this project is contingent upon the availability of Michigan Truck Safety Funds for Fiscal Year 2016. Changes in state programs and/or funding may lead to changes in OHSP programs, requiring reasonable accommodations from grantees to keep existing projects consistent with organizational goals.

OHSP appreciates the difficulty of adjusting plans and appreciates grantees' flexibility in adapting projects to evolving conditions. The grantee will receive immediate notice of proposed changes and has the right to refuse project expansions beyond their capabilities, in which case supplemental assistance may be sought.

It is the policy of OHSP to allow the maximum indirect cost rate to be 20 percent.

The applicant selected for this project must demonstrate prior experience working with government agencies.

Proposals must include a minimum of two (2) examples demonstrating similar projects completed by the applicant.

DUE DATE

All proposals for this project must be received at OHSP by Tuesday, September 1, 2015. Proposals must be submitted electronically in Adobe Acrobat or Microsoft Word. Electronic proposals MUST be emailed to all addresses listed: Farnumk@michigan.gov and KilvingtonC@michigan.gov .

Contact information

Please direct any questions about this grant opportunity to:

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